

**KATIE HOBBS**  
Governor

**ERIC FREAS**  
Chair



**SHAINA GANATRA**  
Executive Director

**ARIZONA BOARD OF ATHLETIC TRAINING**

1740 West Adams Street, Suite 3407  
Phoenix, Arizona 85007

[www.at.az.gov](http://www.at.az.gov)  
(602) 589-6337 Fax: (602) 589-8354

September 1, 2023

Governor Katie Hobbs  
State of Arizona  
Office of the Governor  
1700 W. Washington Street  
Phoenix, AZ 85007

Dear Governor Hobbs:

The Arizona Board of Athletic Training, ("Board") hereby submits its budget for Fiscal Year 2025 for your consideration. The Board has identified three issues that requires additional funding.

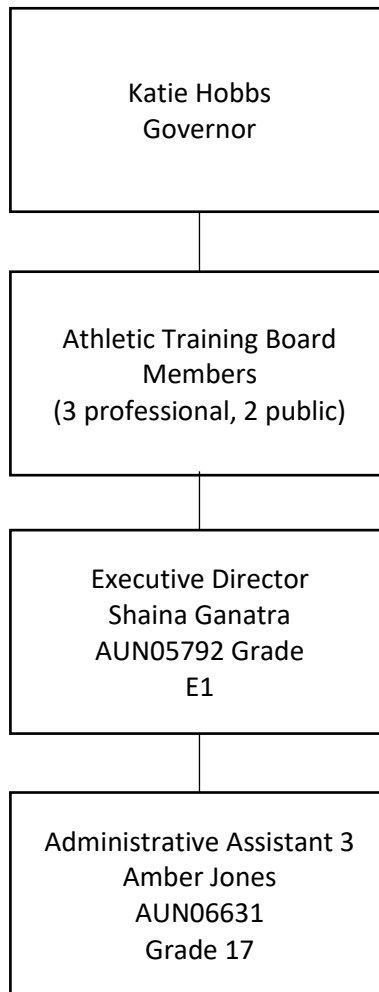
Thank you for your consideration of this request. If you have any questions, please call me at (602) 589-8353.

Regards,

A handwritten signature in cursive script that reads "Shaina Ganatra".

Shaina Ganatra  
Executive Director

**Arizona Board of Athletic Training  
Organizational Chart  
FY 2025 Budget**





# State of Arizona Budget Request

State Agency

Board of Athletic Trainers

A.R.S. Citation: A.R.S. §§ 32-4101 to 32-4161

## Governor Hobbs:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2025.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

### Appropriated Funds

Total Amount Requested:

Athletic Training Fund

### Non-Appropriated Funds

Board of Athletic Trainers Total:

	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
Total Amount Requested:	165.3	78.6	243.9
Athletic Training Fund	165.3	78.6	243.9
	-	-	-
Board of Athletic Trainers Total:	165.3	78.6	243.9

Agency Head: **Shaina Ganatra**

Title: **Executive Director**

*Shaina Ganatra*

9/1/2023

(signature)

Phone: 6025898353

Prepared by:

Email Address:

Date Prepared: September 1, 2023

## Revenue Schedule

**Agency:** Board of Athletic Trainers

**Fund:** AA1000 General Fund

AFIS Code	Category of Receipt and Description	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
4415	Occupational & Professional Licenses	4.0	3.7	3.9
4416	Recreational Licenses	13.5	12.8	13.4
4519	Other Fines, Forfeitures, Penalties and Liquidated Damages	1.7	0.5	0.5
4645	Payment Card Transaction Fees Paid	(0.3)	-	-
<b>General Fund Total:</b>		<b>18.9</b>	<b>17.0</b>	<b>17.8</b>

**Forecast Methodology**

N/A

**Fund:** BA2583 Athletic Training Fund

AFIS Code	Category of Receipt and Description	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
4339	Other Fees & Charges for Services	(0.1)	-	-
4372	Publications & Reproductions	0.0	-	-
4415	Occupational & Professional Licenses	35.7	37.4	39.3
4416	Recreational Licenses	121.9	128.0	134.4
4519	Other Fines, Forfeitures, Penalties and Liquidated Damages	4.5	4.7	4.9
4645	Payment Card Transaction Fees Paid	(0.8)	-	-
<b>Athletic Training Fund Total:</b>		<b>161.2</b>	<b>170.1</b>	<b>178.6</b>

**Forecast Methodology**

The Board of Athletic Training collects revenue from license applications, renewals, service fees, late fees and credit card convenience fees. The fees related to licensing are specific to Board operations and the credit card convenience fees are collected by the Board and then expended by the credit card agencies. The Board is therefore not generating revenue but rather charging for the ability to pay online and then paying the credit card companies the expense for this service. The Board expects revenues to increase by approximately 5% annually due to an increase in licensees.

## Sources and Uses

<b>Agency:</b>	<b>Board of Athletic Trainers</b>
----------------	-----------------------------------

<b>Fund:</b>	<b>BA2583 Athletic Training Fund</b>
--------------	--------------------------------------

Fund revenues are from fees, fines, and other revenues collected by the Board of Athletic Training, and are used to license and regulate athletic trainers.

<b>Cash Flow Summary</b>
--------------------------

	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
Beginning Balance	293.7	318.3	322.9
Revenue (from Revenue Schedule)	161.2	170.1	178.6
<b>Total Available</b>	<b>454.9</b>	<b>488.4</b>	<b>501.5</b>
Total Appropriated Disbursements	136.6	165.5	243.9
Total Non-Appropriated Disbursements	-	-	-
Balance Forward to Next Year	318.3	322.9	257.6

Explanation for Negative Ending Balance(s): Board of Athletic Trainers

<b>Appropriated Expenditure</b>
---------------------------------

	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
<b>Expenditure Categories</b>			
Personal Services	77.8	75.4	75.4
Employee Related Expenditures	28.5	59.1	59.1
Professional & Outside Services	1.1	-	-
Travel In-State	0.5	1.2	1.2
Travel Out-Of-State	-	-	-
Food	-	-	-
Aid To Organizations & Individuals	-	-	-
Other Operating Expenditures	24.9	29.6	108.2
Equipment	-	-	-
Capital Outlay	-	-	-
Capital Equipment	-	-	-
Non-Capital Equipment	3.6	-	-
Debt Service	-	-	-
Cost Allocation & Indirect Costs	-	-	-
Transfers-Out	-	-	-
<b>Appropriated Expenditure Sub-Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>243.9</b>
Non-Lapsing Authority from Prior Years (no entry for BY)	-	-	-
Administrative Adjustments (no entry for BY)	0.1	0.2	-
Capital Projects (Land, Bldgs, Improv)	-	-	-
Appropriated 27th Pay Roll	-	-	-
Legislative Fund Transfers	-	-	-
IT Project Transfers	-	-	-

## Sources and Uses

<b>Agency:</b>	<b>Board of Athletic Trainers</b>
----------------	-----------------------------------

<b>Fund:</b>	<b>BA2583 Athletic Training Fund</b>
--------------	--------------------------------------

Residual Equity Transfer	-	-	-
Transfer Due to Fund Balance Cap	-	-	-
Prior Committed or Obligated Expenditures (no entry for AY)	-	-	-
Non-Appropriated 27th Pay Roll	-	-	-
<b>Appropriated Expenditure Total:</b>	<b>136.6</b>	<b>165.5</b>	<b>243.9</b>
<b>Appropriated FTE</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

<b>Non-Appropriated Expenditure</b>
-------------------------------------

	FY 2023 Actuals	FY 2024 Estimate	FY 2025 Request
<b>Expenditure Categories</b>			
Personal Services	-	-	-
Employee Related Expenditures	-	-	-
Professional & Outside Services	-	-	-
Travel In-State	-	-	-
Travel Out-Of-State	-	-	-
Food	-	-	-
Aid To Organizations & Individuals	-	-	-
Other Operating Expenditures	-	-	-
Equipment	-	-	-
Capital Outlay	-	-	-
Capital Equipment	-	-	-
Non-Capital Equipment	-	-	-
Debt Service	-	-	-
Cost Allocation & Indirect Costs	-	-	-
Transfers-Out	-	-	-
<b>Non-Appropriated Expenditure Sub-Total:</b>	-	-	-
Non-Lapsing Authority from Prior Years (no entry for BY)	-	-	-
Administrative Adjustments (no entry for BY)	-	-	-
Capital Projects (Land, Bldgs, Improv)	-	-	-
Appropriated 27th Pay Roll	-	-	-
Legislative Fund Transfers	-	-	-
IT Project Transfers	-	-	-
Residual Equity Transfer	-	-	-
Transfer Due to Fund Balance Cap	-	-	-
Prior Committed or Obligated Expenditures (no entry for AY)	-	-	-
Non-Appropriated 27th Pay Roll	-	-	-
<b>Non-Appropriated Expenditure Total:</b>	-	-	-

## Sources and Uses

**Agency:** Board of Athletic Trainers

**Fund:** BA2583 Athletic Training Fund

**Non-Appropriated FTE**

- - -

## Funding Issue List

**Agency:** Board of Athletic Trainers

FY 2023

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Appropriated Funds	Non- Appropriated Funds
1	E-Licensing	-	3.4	-	3.4	-
2	Digitization	-	59.9	-	59.9	-
3	Gould Intelligent	-	15.3	-	15.3	-
<b>Total:</b>		-	<b>78.6</b>	-	<b>78.6</b>	-



## Funding Issue Detail

**Agency:** Board of Athletic Trainers

**Issue:** 1 E-Licensing

**Calculated ERE:**  
**Uniform Allowance:**

**Program:** Licensing and Regulation  
**Fund:** BA2583 Athletic Training Fund (Appropriated)

	<b>Expenditure Categories</b>	<b>FY 2025</b>
7000	Other Operating Expenditures	3.4
<b>Program/Fund Total:</b>		<b>3.4</b>

**Issue:** 2 Digitization

**Calculated ERE:**  
**Uniform Allowance:**

**Program:** Licensing and Regulation  
**Fund:** BA2583 Athletic Training Fund (Appropriated)

	<b>Expenditure Categories</b>	<b>FY 2025</b>
7000	Other Operating Expenditures	59.9
<b>Program/Fund Total:</b>		<b>59.9</b>

**Issue:** 3 Gould Intelligent

**Calculated ERE:**  
**Uniform Allowance:**

**Program:** Licensing and Regulation  
**Fund:** BA2583 Athletic Training Fund (Appropriated)

	<b>Expenditure Categories</b>	<b>FY 2025</b>
7000	Other Operating Expenditures	15.3
<b>Program/Fund Total:</b>		<b>15.3</b>

# Funding Issue Narrative

**Agency:** Board of Athletic Trainers

**Issue:** 1 E-Licensing

**Description of Issue:** The Board of Athletic Training, ("Board") requests to continue to receive additional appropriations to maintain the Board's transition to the Thentia e-licensing platform. In FY23 the Board received a one-time appropriation of \$9,700.00 to assist in the implementation of the Thentia system. Moving forward, the Board requests to continue to receive an appropriation of \$3,365.70. This appropriation will be used to pay for Thentia's yearly licensing fee and Thentia's subscription service.

**Proposal:** The yearly licensing fee for Thentia in FY23 was \$3,055.85, including taxes. This fee was calculated by charging \$0.2968 monthly for 858 licensees. On average, the Board licenses upwards of 945 individuals and sees a one to three percent growth in licensee numbers per year. The ongoing appropriation would provide funding to cover the increase in the yearly licensing fee that the Board will encounter due to the growing number of individuals the Board licenses.

**Alternatives Considered:** N/A

**Impact of Not Funding This Year:** The Salesforce system did not offer the flexibility to allow the Board to create a platform that fully met the Agency's or licensees' needs. The Board hopes to have that flexibility with the Thentia platform and receive the appropriation to financially support training, report building and system changes to develop a platform that fully meets everyone's needs. If the ongoing appropriation is not provided, the Agency will not be in compliance with the Governor's initiative for expedient licensure and will be limited in what updates and adjustments can be made as the system is rolled out and put into use.

**Statutory Reference:**

**Equipment to be Purchased (if applicable):**

**Classification of New Positions:**

**Annualization(s):**

**Alignment with Agency's Strategic Plan or Statutory Responsibilities:**

**Impact on Historically Underserved, Marginalized, or Adversely Affected Groups:** N/A

**How has feedback been incorporated from groups directly impacted by proposal?:** N/A

**Description of how this furthers the Governor's priorities:** If the ongoing appropriation is not provided, the Agency will not be in compliance with the Governor's initiative for expedient licensure and will be limited in what updates and adjustments can be made as the system is rolled out and put into use.

**Issue:** 2 Digitization

**Description of Issue:** The Board of Athletic Training, ("Board") requests additional appropriations to fully fund the digitization of Board documentation. This funding issue aims to digitize and preserve a significant collection of historical documents as well as all licensee files, further protecting the integrity of the Agency's required records retention. The Agency intends to use a professional document scanning company for the upcoming document digitization project. Outsourcing this service is the most practical and cost-effective solution for the Agency.

## Funding Issue Narrative

**Agency:** Board of Athletic Trainers

**Issue:** 2 Digitization

**Proposal:** Specialized Expertise: Document scanning companies are experts in their field, with the necessary equipment, technology, and experience to efficiently scan and digitize documents of various types and sizes. Their specialized expertise ensures a higher level of accuracy and quality in the digitization process.

Cost Efficiency: Outsourcing to a document scanning company eliminates the need for significant capital investments in scanning equipment, software, and personnel. This approach allows us to allocate our budget more efficiently and avoid long-term maintenance costs.

Faster Turnaround: Document scanning companies typically have the capacity and resources to complete scanning projects more quickly than in-house teams. This means we can achieve our digitization goals in a shorter timeframe, leading to quicker access to digitized documents.

Risk of Loss: The Board currently houses upwards of 10,000 paper files at the Board office, in a secure location in the basement of the building. Recently, the historical documents located in the secured basement location were at risk due to basement flooding. Therefore, document scanning is vital to continue to maintain the historical documentation.

**Alternatives Considered:** N/A

**Impact of Not Funding This Year:** The Board will be at risk for preserving historical documents and protecting the integrity of the Agency's required record retention if not funded to digitize the documents.

**Statutory Reference:**

**Equipment to be Purchased (if applicable):**

**Classification of New Positions:**

**Annualization(s):** Document Scanning Services (\$59,927.90)  
The Agency has a quote from ICM Document Solutions to provide comprehensive document scanning services. Their expertise and state-of-the-art scanning equipment ensure the efficient conversion of our documents into digital formats. This cost includes the scanning of Occupational Therapy Licenses, Athletic Training Licenses, Complaints, Investigations, and Meeting Minutes.

**Alignment with Agency's Strategic Plan or Statutory Responsibilities:**

**Impact on Historically Underserved, Marginalized, or Adversely Affected Groups:** N/A

**How has feedback been incorporated from groups directly impacted by proposal?:** N/A

**Description of how this furthers the Governor's priorities:**

**Issue:** 3 Gould Intelligent

**Description of Issue:** The Board of Athletic Training, ("Board") contracted with Gould Intelligent to act as a Project Manager and assist in rolling out the new system as efficient as possible. The hourly rate for Gould Intelligent is \$85.00. The Agency will continue to require 15 hours monthly of support from Gould Intelligent to continue to maintain efficiency and assist the Agency in the appropriate management of the system.

## Funding Issue Narrative

**Agency:** Board of Athletic Trainers

**Issue:** 3 Gould Intelligent

**Proposal:** The annual cost for FY25 to contract with Gould Intelligent is approximately \$15,300. This fee was calculated by charging \$85.00 per hour for a total of fifteen hours per month ( $85 \times 15 = \$1,275.00$  monthly) over the period of twelve months. Gould Intelligent assisted the Agency since the initiation of the Thentia project and continues to be an extremely valuable and skilled resource to the Agency to ensure appropriate configuration of the system and so the Agency may continue to business operations without system interferences.

**Alternatives Considered:** N/A

**Impact of Not Funding This Year:** If the ongoing appropriation is not provided, the Agency will not have the skilled and efficient services to ensure business operations are uninterrupted by system interferences.

**Statutory Reference:**

**Equipment to be Purchased (if applicable):**

**Classification of New Positions:**

**Annualization(s):**

**Alignment with Agency's Strategic Plan or Statutory Responsibilities:**

**Impact on Historically Underserved, Marginalized, or Adversely Affected Groups:** N/A

**How has feedback been incorporated from groups directly impacted by proposal?:** N/A

**Description of how this furthers the Governor's priorities:**

## Summary of Expenditure and Budget Request for All Funds

**Agency:** Board of Athletic Trainers

<b>Appropriated Funds</b>	<b>FY 2023 Actuals</b>	<b>FY 2024 Expenditure Plan</b>	<b>FY 2025 Funding Issue</b>	<b>FY 2025 Total Request</b>
<b>Program:</b>				
BAA-1-0 Licensing and Regulation	136.5	165.3	78.6	243.9
<b>Appropriated Funds Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Expenditure Categories</b>				
FTE	1.5	1.5	-	1.5
Personal Services	77.8	75.4	-	75.4
Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>	<b>106.3</b>	<b>134.5</b>	<b>-</b>	<b>134.5</b>
Professional & Outside Services	1.1	-	-	-
Travel In-State	0.5	1.2	-	1.2
Other Operating Expenditures	24.9	29.6	78.6	108.2
Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Board of Athletic Trainers Total for All Funds:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

<b>Appropriated and Non-Appropriated</b>	<b>FY 2023 Actuals</b>	<b>FY 2024 Expenditure Plan</b>	<b>FY 2024 Funding Issue</b>	<b>FY 2025 Total Request</b>
BAA-1-0 Licensing and Regulation	136.5	165.3	78.6	243.9
<b>Board of Athletic Trainers Total for All Funds:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

## Summary of Expenditure and Budget Request for Selected Funds

<b>Agency:</b>	<b>Board of Athletic Trainers</b>
----------------	-----------------------------------

<b>Fund:</b>	<b>BA2583 Athletic Training Fund (Appropriated)</b>
--------------	---

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program:</b>				
BAA-1-0 Licensing and Regulation	136.5	165.3	78.6	243.9
<b>Athletic Training Fund (Appropriated) Summary Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Expenditure Categories</b>				
FTE	1.5	1.5	-	1.5
Personal Services	77.8	75.4	-	75.4
Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>	<b>106.3</b>	<b>134.5</b>	-	<b>134.5</b>
Professional & Outside Services	1.1	-	-	-
Travel In-State	0.5	1.2	-	1.2
Other Operating Expenditures	24.9	29.6	78.6	108.2
Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

## Program Budget Unit Summary of Expenditure and Budget Request for All Funds

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program: BAA-1-0 Licensing and Regulation</b>				

### Expenditure Categories

FTE	1.5	1.5	-	1.5
Personal Services	77.8	75.4	-	75.4
Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>	<b>106.3</b>	<b>134.5</b>	-	<b>134.5</b>
Professional & Outside Services	1.1	-	-	-
Travel In-State	0.5	1.2	-	1.2
Other Operating Expenditures	24.9	29.6	78.6	108.2
Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

### Fund Source

#### Appropriated Funds

Athletic Training Fund (Appropriated)	136.5	165.3	78.6	243.9
<b>Appropriated Funds Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Licensing and Regulation Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

### Sub Program: BAA-1-1 Licensing and Regulation

### Expenditure Categories

FTE	1.5	1.5	-	1.5
Personal Services	77.8	75.4	-	75.4
Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>	<b>106.3</b>	<b>134.5</b>	-	<b>134.5</b>
Professional & Outside Services	1.1	-	-	-
Travel In-State	0.5	1.2	-	1.2
Other Operating Expenditures	24.9	29.6	78.6	108.2
Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

## Program Budget Unit Summary of Expenditure and Budget Request for All Funds

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program:</b> BAA-1-0 Licensing and Regulation				
<b>Sub Program:</b> BAA-1-1 Licensing and Regulation				

**Fund Source**

**Appropriated Funds**

Athletic Training Fund (Appropriated)	136.5	165.3	78.6	243.9
<b>Appropriated Funds Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Licensing and Regulation Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>



## Program Budget Unit Summary of Expenditure and Budget Request for Selected Funds

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program:</b> BAA-1-0 Licensing and Regulation				
<b>Fund:</b> BA2583 Athletic Training Fund				

**Appropriated**

Personal Services	77.8	75.4	-	75.4
Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>	<b>106.3</b>	<b>134.5</b>	-	<b>134.5</b>
Professional & Outside Services	1.1	-	-	-
Travel In-State	0.5	1.2	-	1.2
Other Operating Expenditures	24.9	29.6	78.6	108.2
Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Athletic Training Fund Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Program Total for Select Funds:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

**Sub Program:** BAA-1-1 Licensing and Regulation

**Fund:** BA2583 Athletic Training Fund

**Appropriated**

Personal Services	77.8	75.4	-	75.4
Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>	<b>106.3</b>	<b>134.5</b>	-	<b>134.5</b>
Professional & Outside Services	1.1	-	-	-
Travel In-State	0.5	1.2	-	1.2
Other Operating Expenditures	24.9	29.6	78.6	108.2
Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Athletic Training Fund Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Sub Program Total for Select Funds:</b>	<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

**Program Budget Unit Summary of Expenditure and Budget Request  
for Selected Funds**

**Agency:** Board of Athletic Trainers

FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
--------------------	--------------------------------	--------------------------	--------------------------

**Program:** BAA-1-0 Licensing and Regulation

## Program Summary of Expenditure and Budget Request

**Agency:** Board of Athletic Trainers

**Program:** Licensing and Regulation

<b>Program Summary</b>		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
BAA-1-1	Licensing and Regulation	136.5	165.3	78.6	243.9
<b>Licensing and Regulation Summary Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Expenditure Categories</b>					
FTE	FTE	1.5	1.5	-	1.5
6000	Personal Services	77.8	75.4	-	75.4
6100	Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>		<b>106.3</b>	<b>134.5</b>	<b>-</b>	<b>134.5</b>
6200	Professional & Outside Services	1.1	-	-	-
6500	Travel In-State	0.5	1.2	-	1.2
7000	Other Operating Expenditures	24.9	29.6	78.6	108.2
8500	Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Fund Source</b>					
<b>Appropriated Funds</b>					
BA2583	Athletic Training Fund (Appropriated)	136.5	165.3	78.6	243.9
<b>Appropriated Funds Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Licensing and Regulation Summary Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

## Program Summary of Expenditure and Budget Request for Selected Funds

**Agency:** Board of Athletic Trainers

**Program:** Licensing and Regulation

**Fund:** BA2583 Athletic Training Fund (Appropriated)

<b>Program Expenditures</b>		FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
BAA-1-1	Licensing and Regulation	136.5	165.3	78.6	243.9
<b>Athletic Training Fund (Appropriated) Summary Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Appropriated Funding</b>					
6000	Personal Services	77.8	75.4	-	75.4
6100	Employee Related Expenditures	28.5	59.1	-	59.1
<b>Subtotal Personal Services and ERE</b>		<b>106.3</b>	<b>134.5</b>	<b>-</b>	<b>134.5</b>
6200	Professional & Outside Services	1.1	-	-	-
6500	Travel In-State	0.5	1.2	-	1.2
7000	Other Operating Expenditures	24.9	29.6	78.6	108.2
8500	Non-Capital Equipment	3.6	-	-	-
<b>Expenditure Categories Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Fund BA2583 - A Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>
<b>Licensing and Regulation Total:</b>		<b>136.5</b>	<b>165.3</b>	<b>78.6</b>	<b>243.9</b>

## Program Expenditure Schedule

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program: BAA-1-0 Licensing and Regulation</b>				
<b>FTE</b>				
FTE	1.5	1.5	-	1.5
<b>Expenditure Category Total:</b>	-	-	-	-
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
BA2583 Athletic Training Fund (Appropriated)	1.5	1.5	-	1.5
<b>Appropriated Funds Total:</b>	1.5	1.5	-	1.5
<b>Fund Source Total:</b>	1.5	1.5	-	1.5
<b>Personal Services</b>				
Personal Services	77.8	75.4	-	75.4
<b>Expenditure Category Total:</b>	77.8	75.4	-	75.4
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
BA2583 Athletic Training Fund (Appropriated)	77.8	75.4	-	75.4
<b>Appropriated Funds Total:</b>	77.8	75.4	-	75.4
<b>Fund Source Total:</b>	77.8	75.4	-	75.4
<b>Employee Related Expenditures</b>				
Employee Related Expenses	-	59.1	-	59.1
FICA Taxes	5.9	-	-	-
Medical Insurance	11.4	-	-	-
Basic Life	0.0	-	-	-
Long-Term Disability (ASRS)	0.1	-	-	-
Unemployment Compensation & Other State' Taxes	0.0	-	-	-
Dental Insurance	0.0	-	-	-
Workers' Compensation	0.5	-	-	-
Arizona State Retirement System	9.2	-	-	-
Personnel Board Pro-Rata Charges	0.7	-	-	-
Information Technology Pro Rata Charge	0.5	-	-	-
Accumulated Sick Leave Fund Charge	0.3	-	-	-
<b>Expenditure Category Total:</b>	28.5	59.1	-	59.1

## Program Expenditure Schedule

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program: BAA-1-0 Licensing and Regulation</b>				
<b>Fund Source</b>				
<b>Appropriated Funds</b>				
BA2583 Athletic Training Fund (Appropriated)	28.5	59.1	-	59.1
<b>Appropriated Funds Total:</b>	<b>28.5</b>	<b>59.1</b>	<b>-</b>	<b>59.1</b>
<b>Fund Source Total:</b>	<b>28.5</b>	<b>59.1</b>	<b>-</b>	<b>59.1</b>

<b>Professional &amp; Outside Services</b>				
Other Professional & Outside Services	1.1	-	-	-
<b>Expenditure Category Total:</b>	<b>1.1</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Fund Source</b>				
<b>Appropriated Funds</b>				
BA2583 Athletic Training Fund (Appropriated)	1.1	-	-	-
<b>Appropriated Funds Total:</b>	<b>1.1</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Source Total:</b>	<b>1.1</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Travel In-State</b>				
Travel In-State	-	1.2	-	1.2
Mileage - Private Vehicle	0.5	-	-	-
<b>Expenditure Category Total:</b>	<b>0.5</b>	<b>1.2</b>	<b>-</b>	<b>1.2</b>

<b>Fund Source</b>				
<b>Appropriated Funds</b>				
BA2583 Athletic Training Fund (Appropriated)	0.5	1.2	-	1.2
<b>Appropriated Funds Total:</b>	<b>0.5</b>	<b>1.2</b>	<b>-</b>	<b>1.2</b>
<b>Fund Source Total:</b>	<b>0.5</b>	<b>1.2</b>	<b>-</b>	<b>1.2</b>

<b>Other Operating Expenditures</b>				
Other Operating Expenses	-	29.6	78.6	108.2
Risk Management Charges to State Agencies	1.1	-	-	-
Internal Service Computer Processing, Hosting, Maintenance and Support Costs	7.3	-	-	-
External Programming and System Development Costs	0.8	-	-	-
Charges Imposed Related to AFIS.	0.9	-	-	-

## Program Expenditure Schedule

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program: BAA-1-0 Licensing and Regulation</b>				
External Telecommunications Charges	1.6	-	-	-
Building Rent Charges to State Agencies	6.5	-	-	-
Miscellaneous Rent	0.1	-	-	-
Internal Accounting, Budgeting & Financial Services	4.3	-	-	-
Office Supplies	1.3	-	-	-
Postage & Delivery	1.0	-	-	-
Awards	0.0	-	-	-
Other Miscellaneous Operating	0.0	-	-	-
<b>Expenditure Category Total:</b>	<b>24.9</b>	<b>29.6</b>	<b>78.6</b>	<b>108.2</b>

### Fund Source

**Appropriated Funds**

BA2583	Athletic Training Fund (Appropriated)	24.9	29.6	78.6	108.2
<b>Appropriated Funds Total:</b>		<b>24.9</b>	<b>29.6</b>	<b>78.6</b>	<b>108.2</b>
<b>Fund Source Total:</b>		<b>24.9</b>	<b>29.6</b>	<b>78.6</b>	<b>108.2</b>

### Non-Capital Equipment

Computer Equipment – Non- Capitalized Purchases	0.3	-	-	-
Purchased or licensed software / website	3.3	-	-	-
<b>Expenditure Category Total:</b>	<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Fund Source

**Appropriated Funds**

BA2583	Athletic Training Fund (Appropriated)	3.6	-	-	-
<b>Appropriated Funds Total:</b>		<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Source Total:</b>		<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Sub Program: BAA-1-1 Licensing and Regulation**

### FTE

FTE	1.5	1.5	-	1.5
<b>Expenditure Category Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Fund Source

**Appropriated Funds**

## Program Expenditure Schedule

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program: BAA-1-0 Licensing and Regulation</b>				
<b>Sub Program: BAA-1-1 Licensing and Regulation</b>				
BA2583 Athletic Training Fund (Appropriated)	1.5	1.5	-	1.5
<b>Appropriated Funds Total:</b>	<b>1.5</b>	<b>1.5</b>	<b>-</b>	<b>1.5</b>
<b>Fund Source Total:</b>	<b>1.5</b>	<b>1.5</b>	<b>-</b>	<b>1.5</b>

### Personal Services

Personal Services	77.8	75.4	-	75.4
<b>Expenditure Category Total:</b>	<b>77.8</b>	<b>75.4</b>	<b>-</b>	<b>75.4</b>

### Fund Source

#### Appropriated Funds

BA2583 Athletic Training Fund (Appropriated)	77.8	75.4	-	75.4
<b>Appropriated Funds Total:</b>	<b>77.8</b>	<b>75.4</b>	<b>-</b>	<b>75.4</b>
<b>Fund Source Total:</b>	<b>77.8</b>	<b>75.4</b>	<b>-</b>	<b>75.4</b>

### Employee Related Expenditures

Employee Related Expenses	-	59.1	-	59.1
FICA Taxes	5.9	-	-	-
Medical Insurance	11.4	-	-	-
Basic Life	0.0	-	-	-
Long-Term Disability (ASRS)	0.1	-	-	-
Unemployment Compensation & Other	0.0	-	-	-
State' Taxes	0.0	-	-	-
Dental Insurance	0.0	-	-	-
Workers' Compensation	0.5	-	-	-
Arizona State Retirement System	9.2	-	-	-
Personnel Board Pro-Rata Charges	0.7	-	-	-
Information Technology Pro Rata Charge	0.5	-	-	-
Accumulated Sick Leave Fund Charge	0.3	-	-	-
<b>Expenditure Category Total:</b>	<b>28.5</b>	<b>59.1</b>	<b>-</b>	<b>59.1</b>

### Fund Source

#### Appropriated Funds

BA2583 Athletic Training Fund (Appropriated)	28.5	59.1	-	59.1
<b>Appropriated Funds Total:</b>	<b>28.5</b>	<b>59.1</b>	<b>-</b>	<b>59.1</b>
<b>Fund Source Total:</b>	<b>28.5</b>	<b>59.1</b>	<b>-</b>	<b>59.1</b>



## Program Expenditure Schedule

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
--	--------------------	--------------------------------	-----------------------------	-----------------------------

**Program:** BAA-1-0 Licensing and Regulation

**Sub Program:** BAA-1-1 Licensing and Regulation

### Professional & Outside Services

Other Professional & Outside Services	1.1	-	-	-
<b>Expenditure Category Total:</b>	<b>1.1</b>	-	-	-

### Fund Source

**Appropriated Funds**

BA2583 Athletic Training Fund (Appropriated)	1.1	-	-	-
<b>Appropriated Funds Total:</b>	<b>1.1</b>	-	-	-
<b>Fund Source Total:</b>	<b>1.1</b>	-	-	-

### Travel In-State

Travel In-State	-	1.2	-	1.2
Mileage - Private Vehicle	0.5	-	-	-
<b>Expenditure Category Total:</b>	<b>0.5</b>	<b>1.2</b>	-	<b>1.2</b>

### Fund Source

**Appropriated Funds**

BA2583 Athletic Training Fund (Appropriated)	0.5	1.2	-	1.2
<b>Appropriated Funds Total:</b>	<b>0.5</b>	<b>1.2</b>	-	<b>1.2</b>
<b>Fund Source Total:</b>	<b>0.5</b>	<b>1.2</b>	-	<b>1.2</b>

### Other Operating Expenditures

Other Operating Expenses	-	29.6	78.6	108.2
Risk Management Charges to State Agencies	1.1	-	-	-
Internal Service Computer Processing, Hosting, Maintenance and Support Costs	7.3	-	-	-
External Programming and System Development Costs	0.8	-	-	-
Charges Imposed Related to AFIS.	0.9	-	-	-
External Telecommunications Charges	1.6	-	-	-
Building Rent Charges to State Agencies	6.5	-	-	-
Miscellaneous Rent	0.1	-	-	-
Internal Accounting, Budgeting & Financial Services	4.3	-	-	-

## Program Expenditure Schedule

**Agency:** Board of Athletic Trainers

	FY 2023 Actuals	FY 2024 Expenditure Plan	FY 2025 Funding Issue	FY 2025 Total Request
<b>Program:</b> BAA-1-0 Licensing and Regulation				

**Sub Program:** BAA-1-1 Licensing and Regulation

Office Supplies	1.3	-	-	-
Postage & Delivery	1.0	-	-	-
Awards	0.0	-	-	-
Other Miscellaneous Operating	0.0	-	-	-
<b>Expenditure Category Total:</b>	<b>24.9</b>	<b>29.6</b>	<b>78.6</b>	<b>108.2</b>

### Fund Source

**Appropriated Funds**

BA2583 Athletic Training Fund (Appropriated)	24.9	29.6	78.6	108.2
<b>Appropriated Funds Total:</b>	<b>24.9</b>	<b>29.6</b>	<b>78.6</b>	<b>108.2</b>
<b>Fund Source Total:</b>	<b>24.9</b>	<b>29.6</b>	<b>78.6</b>	<b>108.2</b>

### Non-Capital Equipment

Computer Equipment – Non- Capitalized Purchases	0.3	-	-	-
Purchased or licensed software / website	3.3	-	-	-
<b>Expenditure Category Total:</b>	<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Fund Source

**Appropriated Funds**

BA2583 Athletic Training Fund (Appropriated)	3.6	-	-	-
<b>Appropriated Funds Total:</b>	<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Source Total:</b>	<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Program Expenditure Schedule

<b>Agency:</b>	<b>Board of Athletic Trainers</b>
----------------	-----------------------------------

<b>Administrative Costs Summary</b>	<b>FY 2025</b>
Personal Services	6.6
ERE	1.7
<b>Administrative Costs Total:</b>	<b>8.3</b>

<b>Administrative Costs / Total Expenditure Ratio</b>	<b>Request</b>	<b>Admin %</b>
<b>FY 2025</b>	243.9	3.4%

**KATIE HOBBS**  
Governor



**SHAINA GANATRA**  
Executive Director

**ERIC FREAS**  
Chair

**ARIZONA BOARD OF ATHLETIC TRAINING**

1740 West Adams Street, Suite 3407

Phoenix, Arizona 85007

[www.at.az.gov](http://www.at.az.gov)

(602) 589-6337 Fax: (602) 589-8354

**REVENUE JUSTIFICATION/FORECAST METHODOLOGY**

The Board of Athletic Training collects revenue from license applications, renewals, service fees, late fees and credit card convenience fees. The fees related to licensing are specific to Board operations and the credit card convenience fees are collected by the Board and then expended by the credit card agencies. The Board is therefore not generating revenue but rather charging for the ability to pay online and then paying the credit card companies the expense for this service.

The Board expects revenues to increase by approximately 5% annually due to an increase in licensees.

**Board of Athletic Training**  
**FY 25 Funding Issue**  
**e-Licensing Platform and Support Costs**  
**Priority 1**  
**Ongoing Expense**

The Board of Athletic Training, ("Board") requests to continue to receive additional appropriations to maintain the Board's transition to the Thentia e-licensing platform. In FY23 the Board received a one-time appropriation of \$9,700.00 to assist in the implementation of the Thentia system. Moving forward, the Board requests to continue to receive an appropriation of \$3,365.70. This appropriation will be used to pay for Thentia's yearly licensing fee and Thentia's subscription service.

**Justification:**

The yearly licensing fee for Thentia in FY23 was \$3,055.85, including taxes. This fee was calculated by charging \$0.2968 monthly for 858 licensees. On average, the Board licenses upwards of 945 individuals and sees a one to three percent growth in licensee numbers per year. The ongoing appropriation would provide funding to cover the increase in the yearly licensing fee that the Board will encounter due to the growing number of individuals the Board licenses.

**Impact of Not Funding this Fiscal Year:**

The Salesforce system did not offer the flexibility to allow the Board to create a platform that fully met the Agency's or licensees' needs. The Board hopes to have that flexibility with the Thentia platform and receive the appropriation to financially support training, report building and system changes to develop a platform that fully meets everyone's needs. If the ongoing appropriation is not provided, the Agency will not be in compliance with Governor's initiative for expedient licensure and will be limited in what updates and adjustments can be made as the system is rolled out and put into use.

**Board of Athletic Training**  
**FY 25 Funding Issue**  
**Digitization**  
**Priority 2**  
**One-Time Expense**

The Board of Athletic Training, ("Board") requests additional appropriations to fully fund the digitization of Board documentation. This funding issue aims to digitize and preserve a significant collection of historical documents as well as all licensee files, further protecting the integrity of the Agency's required records retention. The Agency intends to use a professional document scanning company for the upcoming document digitization project. Outsourcing this service is the most practical and cost-effective solution for the Agency.

**Justification:**

**Specialized Expertise:** Document scanning companies are experts in their field, with the necessary equipment, technology, and experience to efficiently scan and digitize documents of various types and sizes. Their specialized expertise ensures a higher level of accuracy and quality in the digitization process.

**Cost Efficiency:** Outsourcing to a document scanning company eliminates the need for significant capital investments in scanning equipment, software, and personnel. This approach allows us to allocate our budget more efficiently and avoid long-term maintenance costs.

**Faster Turnaround:** Document scanning companies typically have the capacity and resources to complete scanning projects more quickly than in-house teams. This means we can achieve our digitization goals in a shorter timeframe, leading to quicker access to digitized documents.

**Risk of Loss:** The Board currently houses upwards of 10,000 paper files at the Board office, in a secure location in the basement of the building. Recently, the historical documents located in the secured basement location were at risk due to basement flooding. Therefore, document scanning is vital to continue to maintain the historical documentation.

**Impact of Not Funding this Fiscal Year:**

The Board will be at risk for preserving historical documents and protecting the integrity of the Agency's required record retention if not funded to digitize the documents.

**Cost:**

Document Scanning Services (\$59,927.90)

The Agency has a quote from ICM Document Solutions to provide comprehensive document scanning services. Their expertise and state-of-the-art scanning equipment ensure the efficient conversion of our documents into digital formats. This cost includes the scanning of Occupational Therapy Licenses, Athletic Training Licenses, Complaints, Investigations, and Meeting Minutes.



## Budgetary Estimate for Professional Scanning Services

*Prepared for:*

Shaina Ganatra  
Arizona Board of Occupational Therapy Examiners  
Arizona Board of Athletic Training  
(AZ Boards of OT & AT)

### Current Situation/Project Objectives

The Arizona Board of Occupational Therapy Examiners and the Arizona Board of Athletic Training are looking for a qualified vendor to provide complete document capture services to assist in the digital transformation of their licenses, complaints, investigations, meeting minutes, and miscellaneous documents. With the end goal of rapid access to their records, disaster recovery, and reclaiming physical space, this conversion must be completed with quality management and security protocols in place to ensure the utmost quality and confidentiality, as well as minimizing any business disruption while in-process, for the fulfilment of this project.

### Proposed Solution

ICM Document Solutions (ICM) is pleased to provide this Budgetary Estimate for Professional Scanning Services. Outlined in this Statement of Work includes: Document Prep, Document Scan & QA, Indexing/Final Deliverable, Logistics, and Certified Destruction. Relevant client references include Arizona Board of Dental Examiners, Arizona Board of Chiropractic Examiners, and Arizona Board of Behavioural Health, to name a few.

We appreciate this opportunity to earn your business and work together on this exciting project!



## Scope of Work - Scanning

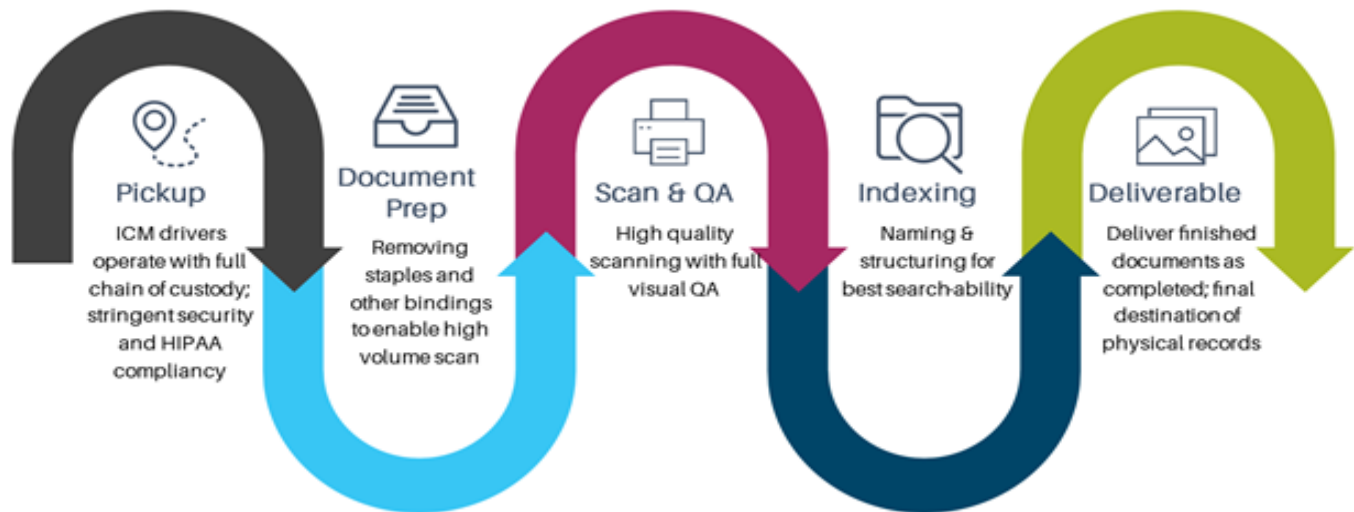
### Project Volume Assumptions

ICM did not have the opportunity to review and evaluate these documents for content, file organization, deterioration, and consistency. Values provided in this estimation are based on information collected in 2019. This scope provides the necessary information for ICM to provide a Budgetary Estimate to the conversion of documents for AZ Boards of OT & AT.

Location/Description	Total Inches	Images/Inch	Total Images	Est Images / Doc	Est Docs
Athletic Training Licenses	591	160	94,560	46	2,056
Occupational Therapy Licenses	1,887	160	301,920	62	4,870
Complaints	152	160	24,320	46	529
Investigations	15	160	2,400	400	6
Meeting Minutes	4	160	640	6	107
Miscellaneous	15	160	2,400	46	53
<b>Totals</b>	<b>2,664</b>		<b>426,240</b>		<b>7,621</b>

### Process Steps & Project Assumptions

ICM’s Scanning Operations are conducted with a repeatable, high-quality process, and customized specific to your business requirements. Standard process steps – and project-specific assumptions, are detailed below.



#### Pickup

- All documents will be picked up - **pre-boxed** - from AZ Boards of OT & AT’s office at 1740 West Adams Street, Suite 3407, Phoenix, AZ 85007, to be processed at ICM’s main facility located at 4100 E Broadway Ste 180, Phoenix, AZ 85040. Records will be boxed in standard 15” bankers boxes with lids and in good condition. Records not boxed in this manner will be reboxed at a cost of \$5 per box and ICM’s hourly rate of \$39/hour.
- ICM can handle pickup of all documents with our drivers. Records are picked up by ICM drivers in a secure vehicle with a complete chain of custody from pickup (including a pickup ticket), through deliver and intake at our facility. As needed, ICM can provide file boxing and manifesting service and banker’s boxes (pricing can be provided).

## Document Prep

- It is assumed that all pages are legal size or smaller.
- Each folder contains standard bindings (staples, paper clips, etc) no more frequently than every 5-8 pages.
- It is assumed that there may be envelopes with contents that need to be removed, small pages that need to be taped down (<1/3 of a sheet of paper in size), or hard bound / coiled books. It is assumed that all images will need to be scanned with the pages in the folder.
- If folders contain digital media such as USBs, CDs, cassettes, and VHS, these records will be processed at ICM's hourly rate (\$39/hour). Files on USBs and CDs will be delivered with original file format and file names, associated with the folder they were found in. Cassettes and VHS will be named as labelled and associated with the folder they were found in. For estimation purposes, ICM assumes 1 CD or USB per folder.
- Records will be scanned at the folder level; all pages within a folder will be scanned as a multi-paged PDF.
  - Note that there is a possibility that a licensee may have multiple folders. Each folder will be delivered as a separate PDF. If AZ Boards of OT & AT would like ICM to consolidate folders, this can be done at ICM's hourly rate of \$39/hour.
- ICM is not proposing to re-fasten documents after processing. It is assumed that files will be shredded upon project completion, review, and approval by AZ Boards of OT & AT.
  - Note: records with permanent retention will be required by the Arizona State Library, Archives & Records to be microfilmed prior to destruction. For estimation purposes, ICM assumes only the meeting minutes will be filmed.

## Scan & QA

- Documents will be scanned at 300 DPI B/W. AZ Boards of OT & AT will confirm this meets the minimum standards as set by Arizona State Library, Archives & Records and file the required digitization request forms.
- Should images or text be illegible at B/W, ICM will scan to Grayscale. Assuming up to 2% Grayscale for pricing estimation purposes.
- Any images with color will be scanned as B/W or Grayscale (as needed).
- Automatic rotation and blank page removal will be performed.
- ICM can perform 20%, 50%, or 100% visual inspection and scan QA, rescanning as necessary at no charge, to ensure high-quality images, verify page rotation and blank page removal.

## Imaging & Indexing

- A data file will not be provided to ICM in order to pre-pop existing information.
- The following index values will be captured by ICM:
  - AT and OT License files:
    - License Number (~9 characters)
    - Last Name, First Name, Middle Initial (if applicable)
  - Complaints
    - Complaint Number (11 characters: Year, Board Designation + 4 digits)
    - Last Name, First Name, Middle Initial (if applicable)
  - Meeting Minutes
    - Meeting Date (10 characters)
  - Investigations
    - License Number (~9 characters)
    - Last Name, First Name, Middle Initial (if applicable)
  - Miscellaneous
    - License Number (~9 characters)

- If documents will be stored in a document management system, metadata layout is needed prior to project commencement to ensure proper formatting.

#### Deliverable

- OCR will be performed to enable full-text search to quickly reference words or phrases within PDF files.
- Records to be delivered in PDF format as well as 2 copies on 16 mm roll film (for permanent records only).
- Electronic files to be delivered periodically to AZ Boards of OT & AT via SFTP.
- Certified Destruction will be performed periodically once digital files are audited and approved by AZ Boards of OT & AT. Certificates of Destruction will be provided. Per batch, ICM will hold boxes for 2 weeks for an audit of the deliverable. Destruction authorization form will be provided, with the expectation to receive a signed copy from AZ Boards of OT & AT by the end of week 3.
- All data on ICM computers, hard drives, and network are removed 90 days after completion of project.

#### In Process Requests

For in-process documents, the client can request an electronic copy be emailed or original file delivered by emailing [scansupport@icmdocs.com](mailto:scansupport@icmdocs.com) with “AZ Boards of OT & AT – IN PROCESS REQUEST” in the subject line.

#### Implementation Process

ICM has developed an implementation process that has ensured customer satisfaction of deliverables and improved the accuracy of budgetary estimates.

1. **Project Approval:** Project approval can be in the form of a signed scope of work, email, or purchase order.
2. **Kick-Off Meeting:** Once project approval has been received, ICM will schedule a kick-off call to introduce the AZ Boards of OT & AT Project contacts to the ICM team contacts, do a high-level review of the project, and schedule a pick-up. This virtual meeting is typically 15-30 min.
3. **Sample Box:** Once boxes have been picked-up, ICM will schedule a sample box to be performed the following week. The purpose of this sample box is to confirm deliverables meet expectations, run a test upload with metadata layout instructions, and identify any anomalies to the expected project specs.
4. **Sample Box Review:** Once the sample box has been completed, ICM will schedule a virtual 15-30 min sample box review with AZ Boards of OT & AT.
5. **Full Production:** Once the samples have been confirmed, ICM will put the project onto the production calendar and provide an estimated completion date. Unless otherwise desired, ICM will provide weekly deliverables to AZ Boards of OT & AT until project completion.

#### Change Order Management

A Change Order is defined as any revision, addition, or removal of requirements identified by ICM/AZ Boards of OT & AT. Should a change order be requested and confirmed as out of scope, documentation will be created by ICM with details of the change request, along with the proposed timeline and an estimate for AZ Boards of OT & AT to approve prior to implementation, as necessary. Causes for change orders to be created include additional features or enhancements requests, or ICM/AZ Boards of OT & AT discovering obstacles or possible efficiencies that would deviate from the initial scope of work.

### Budgetary Estimate

Below is estimated pricing based on the assumptions outlined in this Budgetary Estimate. Variations in the actual quantities affect actual invoice amount - **AZ Boards of OT & AT will only be charged for the actual number of documents prepped, scanned, indexed, etc.** ICM will scan sample documents to confirm scope, quality, and assumptions. AZ Boards of OT & AT will have the opportunity to review with ICM staff and approve all specs prior to full production. When necessary, a revised budgetary estimate or statement of work will be provided.

Description	Unit	Qty	Price Per 20% QA	Total Price 20% QA	Price Per 50% QA	Total Price 50% QA	Price Per 100% QA	Total Price 100% QA
Project Consultation Services	EACH	3	82.000	\$246.00	82.000	\$246.00	82.000	\$246.00
Document Prep - Complex	IMAGE	426,240	0.027	\$11,508.48	0.027	\$11,508.48	0.027	\$11,508.48
Scan - A Size B/W 300DPI	EACH	417,715	0.029	\$12,113.74	0.038	\$15,873.17	0.044	\$18,379.46
Scan - A Size Gray 300DPI	EACH	8,525	0.033	\$281.33	0.043	\$366.58	0.050	\$426.25
Indexing - Single Entry 50% QC	KEYSTROKE	220,034	0.008	\$1,760.27	0.008	\$1,760.27	0.008	\$1,760.27
Full Document OCR	EACH	426,240	0.005	\$2,131.20	0.005	\$2,131.20	0.005	\$2,131.20
Certified Box Destruction	BOX	180	3.000	\$540.00	3.000	\$540.00	3.000	\$540.00
Courier Service - Capitol Complex Area (Metro) - 100k+	TRIP	2	33.000	\$66.00	33.000	\$66.00	33.000	\$66.00
				<b>\$28,647.01</b>		<b>\$32,491.70</b>		<b>\$35,057.66</b>
Document/Data Processing <sup>1</sup>	HOUR	636	39.000	\$24,804.00	39.000	\$24,804.00	39.000	\$24,804.00
Digital to 16mm Roll Charge	ROLL	2	12.000	\$24.00	12.000	\$24.00	12.000	\$24.00
Digital to Microfilm 16mm 300DPI	IMAGE	1,280	0.033	\$42.24	0.033	\$42.24	0.033	\$42.24
				<b>\$53,517.25</b>		<b>\$57,361.94</b>		<b>\$59,927.90</b>

<sup>1</sup>Estimation assumes 1 CD or USB per document @ 5 min each.

### Billing & Terms

- Unless otherwise noted, this proposal is valid for 60 days from the date of issue.
- ICM's State Contract CTR063768 – Document Management Services payment terms are 1% 15 Net 30 days.
- For security purposes, work file images and corresponding databases are kept for a standard 90 days after completion of project and destroyed after this date.
- For certified destruction, boxes requiring storage past three weeks upon completion will incur a charge of \$1 per box per week for a maximum of 4 weeks. Any boxes not approved for destruction by the customer within 7 weeks of completion will be returned or stored off-site at the cost of the customer.

### Authorization to Proceed

- ICM requires a form of approval to begin a project, such as signed Statement of Work, Purchase Order, or written letter of authorization.
- The terms of this proposal and agreement apply regardless of the authorization method.

Approved By: ICM Document Solutions

  
\_\_\_\_\_  
Erica Gentile  
Chief Revenue Officer

\_\_\_\_\_  
8/31/2023  
Date

**Board of Athletic Training**  
**FY 25 Funding Issue**  
**e-Licensing Platform and Support Costs**  
**Priority 3**  
**Ongoing Expense**

The Board of Athletic Training, ("Board") contracted with Gould Intelligent to act as a Project Manager and assist in rolling out the new system as efficiently as possible. The hourly rate for Gould Intelligent is \$85.00. The Agency will continue to require 15 hours monthly of support from Gould Intelligent to continue to maintain efficiency and assist the Agency in the appropriate management of the system.

**Justification:**

The annual cost for FY25 to contract with Gould Intelligent is approximately \$15,300. This fee was calculated by charging \$85.00 per hour for a total of fifteen hours per month ( $85 \times 15 = \$1,275.00$  monthly) over the period of twelve months. Gould Intelligent assisted the Agency since the initiation of the Thentia project and continues to be an extremely valuable and skilled resource to the Agency to ensure appropriate configuration of the system and so the Agency may continue to business operations without system interferences.

**Impact of Not Funding this Fiscal Year:**

If the ongoing appropriation is not provided, the Agency will not have the skilled and efficient services to ensure business operations are uninterrupted by system interferences.

## Agency Summary

### Board of Athletic Trainers

Shaina Ganatra, Executive Director

Phone: 6025898353

A.R.S. §§ 32-4101 to 32-4161

**Mission:**

*To protect the health, safety, and welfare of the public by licensing and regulating individuals who provide athletic training services.*

**Description:**

The Board of Athletic Training issues licenses for the athletic training profession and monitors closed licenses. The Board requires that licensees meet minimum standards of education, experience, and competence. The Board also investigates complaints and takes appropriate disciplinary action.

**Agency Summary: (\$ Thousands)**

Program	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
▶ Licensing and Regulation	136.5	165.3	243.9
<b>Agency Total:</b>	<b>136.5</b>	<b>165.3</b>	<b>243.9</b>

**Funding:**

	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Other Appropriated Funds	136.5	165.3	243.9
<b>Total Funding</b>	<b>136.5</b>	<b>165.3</b>	<b>243.9</b>

<b>FTE Positions</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
----------------------	------------	------------	------------

## 5 Year Plan

**Description:**

### Resource Assumptions

	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate
<b>Full-Time Equivalent Positions</b>	1.5	1.5	1.5
<b>General Fund</b>	-	-	-
<b>Other Appropriated Funds</b>	167,000.0	167,000.0	167,000.0
<b>Non-Appropriated Funds</b>	-	-	-
<b>Federal Funds</b>	-	-	-

◆ **Goal 1** To ensure that licenses and renewals are issued in a timely manner.

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Number of Athletic Training licenses issued including initials and renewals.	798	900	846	888	932
Number of Licensees	886	1,000	868	911	956

Number of license renewals received	681	800	716	751	789
Average calendar days to renew a license	7	7	7	7	7
Average calendar days to issue a license.	9	9	9	9	9

◆ **Goal 2** To investigate and adjudicate complaints within 120 days.

<b>Performance Measures</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimate</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Estimate</b>
Complaints received	6	6	6	7	7
Disciplinary actions taken	1	1	3	4	4
Complaints resolved within 120 days	2	2	3	4	4

◆ **Goal 3** To continually improve customer satisfaction by providing consistency in carrying out the Board's policies and procedures for licensing and regulation.

<b>Performance Measures</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimate</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Estimate</b>
Number of athletic training complaints received	6	6	6	7	7
Percent of licenses issued within 10 days of approval.	100	100	100	100	100
Complaints resolved within 120 days	2	2	3	4	4
Customer Satisfaction rating (scale 1-5)	5	5	5	5	5



## AGENCY SUMMARY

**Program:** BAA Board of Athletic Trainers  
**Director:** Shaina Ganatra, Executive Director  
**Phone:** 1740 W Adams St, Phoenix, AZ 85007 6025898353  
**Statute:** A.R.S. §§ 32-4101 to 32-4161  
**Plan Contact:** ,

**Mission:**

*To protect the health, safety, and welfare of the public by licensing and regulating individuals who provide athletic training services.*

**Description:**

The Board of Athletic Training issues licenses for the athletic training profession and monitors closed licenses. The Board requires that licensees meet minimum standards of education, experience, and competence. The Board also investigates complaints and takes appropriate disciplinary action.

◆ **Goal 1 To ensure that licenses and renewals are issued in a timely manner.**

Performance Measures:				FY 2022	FY 2023	FY 2023	FY 2024	FY 2025
ML	Budget	Type		Actual	Estimate	Actual	Estimate	Estimate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of Athletic Training licenses issued including initials and renewals.	798	900	846	888	932
<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of Licensees	886	1,000	868	911	956
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of license renewals received	681	800	716	751	789
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average calendar days to renew a license	7	7	7	7	7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average calendar days to issue a license.	9	9	9	9	9

◆ **Goal 2 To investigate and adjudicate complaints within 120 days.**

Performance Measures:				FY 2022	FY 2023	FY 2023	FY 2024	FY 2025
ML	Budget	Type		Actual	Estimate	Actual	Estimate	Estimate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Complaints received	6	6	6	7	7
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP	Disciplinary actions taken	1	1	3	4	4
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EF	Complaints resolved within 120 days	2	2	3	4	4

◆ **Goal 3 To continually improve customer satisfaction by providing consistency in carrying out the Board's policies and procedures for licensing and regulation.**

Performance Measures:				FY 2022	FY 2023	FY 2023	FY 2024	FY 2025
ML	Budget	Type		Actual	Estimate	Actual	Estimate	Estimate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of athletic training complaints received	6	6	6	7	7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Percent of licenses issued within 10 days of approval.	100	100	100	100	100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Complaints resolved within 120 days	2	2	3	4	4

## AGENCY SUMMARY

**Program:** BAA Board of Athletic Trainers  
**Director:** Shaina Ganatra, Executive Director  
**Phone:** 1740 W Adams St, Phoenix, AZ 85007 6025898353  
**Statute:** A.R.S. §§ 32-4101 to 32-4161  
**Plan Contact:** ,

◆ **Goal 3** To continually improve customer satisfaction by providing consistency in carrying out the Board's policies and procedures for licensing and regulation.

**Performance Measures:**

**ML Budget Type**

FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
-------------------	---------------------	-------------------	---------------------	---------------------

<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL Customer Satisfaction rating (scale 1-5)	5	5	5	5	5
-------------------------------------	--------------------------	---	---	---	---	---	---

**Budget Related Performance Measures**  
**BAA Board of Athletic Trainers**

**PROGRAM SUMMARY**

**Program:** Board of Athletic Trainers (BAA)  
**Contact:** Shaina Ganatra, Executive Director 6025898353  
**2nd Contact:**  
**Statute:** A.R.S. §§ 32-4101 to 32-4161

<b>ML</b>	<b>Budget Type</b>	<b>Performance Measures</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Estimate</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Estimate</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP Complaints received	6	6	6	7	7
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP Disciplinary actions taken	1	1	3	4	4
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EF Complaints resolved within 120 days	2	2	3	4	4

# Agency 5 Year Plan

## BAA Board of Athletic Trainers

**Issue 1** Improve e-Licensing user interface and workflow.

**Description:** The Board of Athletic Training implemented e-Licensing in May of 2018. While this has reduced the amount of time required by Board staff to manually enter applications, there are many issues with the system that prevent the application submission and license issuance processes from being as fluid as they should be.

**Solutions:**

The Board will continue to work with ASET to fine-tune the e-Licensing system or implement a new system.

**Issue 2** Implement system to enable licensees to print license from email or website

**Description:** Athletic trainers must display their license in the workplace. The agency currently mails hard copies on parchment paper. Providing the ability to print their own license will reduce the number of days they must wait for their license in order to work.

**Solutions:**

Work with ASET and providers such as Salesforce, Thentia, AdobeSign, and Docusign to determine most secure and efficient process for providing licenses.

### Resource Assumptions

	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate
<b>Full-Time Equivalent Positions</b>	1.5	1.5	1.5
<b>General Fund</b>	-	-	-
<b>Other Appropriated Funds</b>	167,000.0	167,000.0	167,000.0
<b>Non-Appropriated Funds</b>	-	-	-
<b>Federal Funds</b>	-	-	-